

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 8 September 1975

SUBJECT: Procurement of Administrative and Housekeeping Supplies from
GSA for Issue through the Logistics Services Division

1. PURPOSE

This instruction establishes policy concerning procurement of standard administrative and housekeeping expendable supplies by the Logistics Services Division, Office of Logistics (OL/LSD), from the General Services Administration (GSA) Federal Supply Service, Region 3. To avoid the double handling of every item by first receiving it at Central Depot (CD) and then issuing it from stock to OL/LSD, this materiel will be procured and shipped directly to OL/LSD, even if the item exists in stock at CD.

2. POLICY

- a. Materiel procured through this source is for issue by OL/LSD to Headquarters components of the Agency at no cost to the recipient.
- b. Items procured are limited to those stock items listed in the Agency Administrative Supply Catalog that are in the GSA Supply Catalog.
- c. Quantities ordered will be based on economic order quantities in accordance with GSA standard units of issue and packaging criteria. Each requisition will allow for an approximate delivery period of 30 days from the time the requisition reaches GSA.
- d. The GSA Self-Service Stores may be utilized for the procurement of slow-moving items or for emergency replenishment of small quantities of fast-moving items. Such purchases may be charged (charge plate) or paid for in cash by OL/LSD and are not affected by the provisions of this instruction.

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 8 September 1975

3. RESPONSIBILITIES

a. Logistics Services Division

- (1) Establish reorder points for all expendable items maintained for general issue through the Building Services Branch (BSB), LSD/OL. Examine issue activity at least every 12 months to update reorder points.
- (2) Insure that current GSA catalogs are maintained in order to prepare requisitions with valid stock numbers, units of issue, and unit costs.
- (3) Maintain a current list of stock numbers established in the Inventory Control System (ICS) Identification File. When requisitioning an item that is not in this file, prepare a Catalog Action Request (CAR) and attach it to the requisition.
- (4) Annotate each requisition as follows to enable Supply Division (SD), OL, to readily identify requisitions governed by this instruction: "GSA SOURCE -- All Items to be Procured by IDSB via FEDSTRIP Procedures."
- (5) Submit requisitions to the Budget and Fiscal Branch, Executive Office (EO/B&FB), OL, for certification of availability of funds. Maintain a control file for each transaction.
- (6) Receive materiel and furnish completed receiving reports on a timely basis to OL/SD for processing through the Financial Property Accounting (FPA) system.
- (7) Resolve discrepancies directly with GSA or the carrier, or file a formal discrepancy report with Interdepartmental Support Branch (IDSB), SD/OL, in accordance with LI 45-6, "Receiving Discrepancy Policy and Procedures."

b. Executive Office, Budget and Fiscal Branch

- (1) Review and certify the availability of Property Requisitioning Authority (PRA) for each requisition.
- (2) Forward requisitions to OL/SD.

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 8 September 1975

c. Supply Division


- (1) Produce, in conjunction with OL/LSD, the Administrative Supply Catalog, hard copy or microfiche, for use by OL/LSD/BSB and its customers.
- (2) Assign a Procurement Instrument Number to each requisition, assign Transaction Analysis Code (TAC) 7B to each line item, and enter the requisition into the Requisition Suspense File of the ICS.
- (3) After entry into the ICS, reproduce and distribute copies of the requisition to the requisitioning office, OL/EO/B&F (2 copies), and OL/SD/IDSB (2 copies). Since CD is never involved in requisitions covered by this instruction, it is not necessary to reproduce advance copies of the requisition for CD prior to processing through the ICS.
- (4) Maintain the accountable Document Control Number (DCN) file for each requisition.
- (5) Order materiel from GSA in accordance with LI 45-10, "Processing of MILSTRIP/FEDSTRIP Documentation."
 - (a) Code the FEDSTRIP requisition to have GSA send status cards directly to OL/LSD/BSB.
 - (b) Forward the original of Agency Form 2216, MILSTRIP/FEDSTRIP Order, to the North Loading Dock, Headquarters Building (the receiving activity), for use as a receiving document, and send an information copy to OL/LSD/BSB (the requisitioning office).
 - (c) Forward one copy of the Daily Cross-Reference Register concerning OL/LSD/BSB transactions to the North Loading Dock and one copy to OL/LSD/BSB.
- (6) Resolve consequential discrepancies with GSA reported by OL/LSD/BSB.

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.
LI 45-2

LI 45-2
LOGISTICS
Revised 8 September 1975

- (7) Code receiving reports forwarded by OL/LSD by assigning TAC OU and enter into the ICS. TAC OU will generate an Issue Notice at the Data Access Center (instead of the Central Depot); an Issue Verification is processed immediately by the terminal operator to clear the Requisition Suspense File.
- (8) Process CAR's provided by OL/LSD/BSB for establishing new items into the ICS.


MICHAEL J. MALANICK
Director of Logistics

25X1A